

**Exempting Case ("Opting Out")**  
**From Friend of the Court Services**  
**Motion Form for Parties Representing Themselves**

**ATTENTION**

If you need help completing this form, you may contact the **Legal Assistance Center** at (616) 632-6000, or you may visit them at the Courthouse, 180 Ottawa NW, 5<sup>th</sup> floor, Grand Rapids, MI, 49503.

**EXEMPTING CASE ("OPTING OUT")  
FROM FRIEND OF THE COURT SERVICES**

**MOTION FORM FOR PARTIES REPRESENTING THEMSELVES**

The Friend of the Court is required by law to open a case for purposes of administering and enforcing the obligations of the parties in a domestic relations matter [MCLA 552.505a(1)]. The law also provides that parties may file a motion with the Court to request that a Friend of the Court case not be opened or maintained [MCLA 552.505a(2)]. The Court may enter an order granting this request unless the Court determines one or more of the following:

1. A party is or was receiving public assistance;
2. Money is due the State because of past public assistance;
3. One of the parties requests child support services;
4. One of the parties objects to not opening a Friend of the Court case;
5. One of the parties requests services related to spousal support, child custody, parenting time, or other services offered by the Friend of the Court;
6. Evidence of domestic violence or uneven bargaining positions;
7. Evidence that not providing for Friend of the Court services is against the best interest of either a party or a child; or
8. If a Friend of the Court case already exists, it may not be closed if within the past 12 months there is a child support arrearage or a parenting time order violation, or if a party has re-opened a Friend of the Court case within the previous 12 months.

The parties must also file documentation, signed by both parties, that lists the Friend of the Court services and acknowledges that the parties are choosing to do without those services. The necessary documentation is enclosed in this packet.

If the request to not have a Friend of the Court case is granted, a party may still request that the order provide for payments to be made through the State Disbursement Unit for purposes of keeping track of payments.

If your case qualifies to opt out from Friend of the Court services, the necessary forms and instructions are contained in this packet to file a motion to represent yourself.

**Steps You Must Take to File and Represent Yourself on the Motion:**

- A. Contact the Circuit Court Clerk's office at (616) 632-5480. You must obtain the name of the Judge assigned to the case and the date, time and location of the court hearing. This information is needed to fill out the paperwork below. Hearings for miscellaneous motions are typically heard on a Friday.
- B. Fill out the attached form entitled **Notice of Hearing and Motion** (form CC 326). You must specifically request either: (1) That you want to exempt the case from Friend of the Court services, or (2) That you want to exempt the case from Friend of the Court services but wish the order to provide that support payments are to be made through the State Disbursement Unit.
- C. You must sign and attach both of the following forms to your motion: (1) **Advice of Rights Regarding Use of Friend of the Court Services** (form FOC 101), and ~~(2) Supplemental Notice to Advice of Rights Regarding Use of Friend of the Court Services~~ (form FOC 101a). Note: Both parties must sign the FOC 101 form.
- D. It will greatly facilitate your motion by attaching a **Friend of the Court Attachment** form (contained in this packet) completed by a Friend of the Court representative (the Friend of the Court's telephone number is 616/632-6888). This form will assist you in demonstrating to the Court that there has not been a support arrearage or parenting time order violation within the past 12 months, that a party has not re-opened a Friend of the Court case within the past 12 months, and that a party is not receiving (or previously received) public assistance.
- E. Fill out the attached **Proof of Mailing** (form MC 302). Note: Use of this motion packet contemplates that you are sending a copy of the Notice of Hearing and Motion (plus attachments), and a copy of the Proof of Mailing, by first class mail to the other party and to the Friend of the Court (to the attention of the Staff Attorney). You must use the last known address of the other party and be sure that it is mailed at least 9 days (the last day not falling on a holiday or a weekend day) before the hearing. If the other party has an attorney of record currently involved in the case the motion must be served on the attorney.
- F. File the original and 2 copies of the Notice of Hearing and Motion, and the Proof of Service, with the Court Clerk located on the second floor at 180 Ottawa Ave. NW, Grand Rapids, MI 49503. You must also pay a \$20.00 motion fee.
- G. You must be present at the hearing at the scheduled time, otherwise the Court will not grant the relief you filed the motion for. The hearing will be held by

the assigned Judge or by a Referee (look for postings outside of the courtroom on the day of the hearing to see if the hearing was assigned to a Referee). You will need to pull the file (files are located next the Judge's or Referee's clerk's desk) and put it in line with the others. Listen carefully to what the Court orders. If the Court grants your motion, the Court should enter the order entitled **Order Exempting Case From Friend of the Court Services** (form FOC 102).

You may prepare the Order ahead of time and bring it with you to the hearing, but there is no guarantee that the Court will sign it. Be sure to bring three additional copies. If the Court signs the order you prepared you must give the copies to the Judge's clerk (who will be present in the courtroom next to the Judge), who will mark them as "true copies." You must then mail a true copy to the other party (or his/her attorney, if applicable), and to the Friend of the Court (see if the Judge's clerk will forward a copy to the Friend of the Court).

**Important: Special instructions if the hearing is held before a Referee:** You must attach a copy of the Notice of Opportunity to Object and Request a De Novo Hearing to the back of the Order if a Referee decided your motion. A copy of this document is enclosed in this packet.

- H. If the Court did not sign the Order at the hearing you must file the following with the Circuit Court Clerk's office within 7 days after the hearing and also mail copies to the other party and to the Friend of the Court; also, you should include a cover letter for the Clerk with your name and address so they will be able to mail the true copies to you after the Court enters the order:
- i. The Order along with three copies (one marked "Friend of the Court" at the top)
  - ii. A "7 day notice" form entitled **Notice of Entry of Order** that is provided in this packet. This notice states that the Court will enter the Order within 7 days if there is no objection filed. Be sure to sign the Proof of Mailing as well.
  - iii. Please note that the 21 day objection period still applies to a Referee's order even if the Referee enters the order under the 7 day notice.
- I. For orders entered under the 7 day notice procedure described above, be sure to mail a true copy to the other party when you receive the true copies back from the Clerk's office.

Approved, SCAO

Original - Court file  
1st copy - Assignment Clerk/Extra  
2nd copy - Friend of the Court/Extra

3rd copy - Opposing party  
4th copy - Moving party

STATE OF MICHIGAN  
17th JUDICIAL CIRCUIT  
KENT COUNTY

NOTICE OF HEARING AND MOTION

CASE NO.

Court address 180 Ottawa NW, Grand Rapids, MI 49503 Court telephone no.

Plaintiff name(s)

Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s)

Defendant's attorney, bar no., address, and telephone no.

NOTICE OF HEARING

1. Motion title: EXEMPT CASE FROM FRIEND OF THE COURT SERVICES

2. Moving party:

3. This matter has been placed on the motion calendar for:

Judge	Bar no.	Date	Time
Hearing location <input type="checkbox"/> Court address above <input type="checkbox"/>			

4. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

MOTION

(Check One):

- ( ) I want to exempt this case from Friend of the Court services.
- ( ) I want to exempt this case from Friend of the Court services but wish the order to provide that support payments are to be made through the State Disbursement Unit.

Signed copies of the following documents are attached: (1) Advice of Rights Regarding Use of Friend of the Court Services, and (2) Supplemental Notice to Advice of Rights Regarding Use of Friend of the Court Services.

WHEREFORE, petitioner requests the above motion be granted.

ate

Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ADVICE OF RIGHTS REGARDING USE OF FRIEND OF THE COURT SERVICES (PAGE 1)	CASE NO.
Friend of the court address		Telephone no.

**1. Right to Refuse Friend of the Court Services**

- a. You have the right to refuse friend of the court services for custody, parenting time, and support. To decline friend of the court services, you must file with the court a motion requesting that friend of the court services not be required. You must attach a signed copy of this advice of rights to the motion. The court will grant the motion provided both parties agree and have signed this advice of rights and it determines that all the following are true.
- 1) Under MCL 552.505a, neither of you receives or has received public assistance or requests friend of the court services.
  - 2) There is no evidence of domestic violence or of an uneven bargaining position between you.
  - 3) The court finds that declining to receive friend of the court services is not against the best interests of a child.
- b. If you already have a friend of the court case, you can file a motion to discontinue friend of the court services provided both parties agree and have signed this advice of rights and the court finds that all the following are true.
- 1) Neither of you receives public assistance or requests friend of the court services.
  - 2) There is no evidence of domestic violence or an uneven bargaining position between you.
  - 3) The court finds that declining to receive friend of the court services is not against the best interests of a child.
  - 4) No money is due the governmental entity because of past public assistance.
  - 5) No arrearage or violation of a custody or parenting-time order has occurred in the last 12 months.
  - 6) Neither of you has reopened a friend of the court case in the last 12 months.

**2. Friend of the Court Services (you will not receive these services if you choose not to use the friend of the court)****a. Accounting Services**

Friends of the court must collect support and disburse it within 48 hours. Friend of the court accounting services include:

- 1) friend of the court accounting for payments received and sent, 2) adjustments of support for parenting time or other credits, and 3) annual statements of accounts, if requested.

**b. Support Enforcement Services**

The friend of the court must begin to enforce support when one month of support is overdue. For friend of the court cases, child-support enforcement services include:

- paying support out of tax refunds.
- asking the court to order the nonpaying party to come to court to explain the failure to pay.
- having unpaid support paid out of property the payer owns.
- reporting support arrearage to a consumer reporting agency or requesting that the payer's license(s) be suspended.
- collecting support by an income withholding order.

If you choose not to receive friend of the court services, any existing income withholding source will be notified that the friend of the court is no longer responsible for income withholding. **The parties will be solely responsible for stopping or changing income withholding as the law allows.** The friend of the court will stop any unfinished collection actions.

**c. Medical Support Enforcement Services**

The friend of the court is required to recommend how the parents divide health-care expenses and to take action to collect the amounts that a parent fails or refuses to pay. When a parent is required to insure the children, the friend of the court is authorized to instruct an employer to enroll the children in an insurance plan when the parent fails or refuses to do so.

**d. Support Review and Modification Services**

Once every three years, persons with friend of the court cases may request the friend of the court to review the support amount. After completing the review, the friend of the court must file a motion to raise or lower support, or inform the parties that it recommends no change. It must also review support when changed circumstances lead it to believe that support should be modified.

**e. Custody and Parenting-Time Investigation Services**

For disputes about custody or parenting time in friend of the court cases, the friend of the court sometimes must investigate and provide reports to the parties and the court.

**f. Mediation Services**

Friend of the court offices must provide mediation services to help parties with friend of the court cases settle custody and parenting-time disputes.

**g. Custody and Parenting-Time Enforcement Services**

For friend of the court cases, the friend of the court must enforce custody and parenting time when a party complains that it is violated. Child-custody and parenting-time enforcement services include:

(See page 2)

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ADVICE OF RIGHTS REGARDING USE OF FRIEND OF THE COURT SERVICES (PAGE 2)	CASE NO.
Friend of the court address		Telephone no.

2. **Friend of the Court Services (you will not receive these services if you choose not to use the friend of the court)**  
(continued from page 1)

g. **Custody and Parenting-Time Enforcement Services** (continued from page 1)

- asking the court to order the noncooperating party to come to court to explain the failure to obey the parenting-time order.
- suspending the licenses of individuals who deny parenting time.
- awarding makeup parenting time.
- joint meetings to resolve complaints.

3. **Michigan State Disbursement Unit and IV-D Services**

a. **Michigan State Disbursement Unit (MiSDU)**

If you choose not to receive friend of the court services, you may continue to make payments to, and receive payments through, MiSDU. MiSDU will keep track of the amount paid and sent out. However, MiSDU cannot provide you with all the accounting functions the friend of the court provides. All payments made through MiSDU must be distributed according to the amounts due as required by federal law. When a payer has more than one case, federal law determines how a payment is divided among the cases. **Even if you choose not to receive friend of the court services, payments through MiSDU must be divided among all a payer's cases and distributed in the same manner as payments on friend of the court cases. You cannot discontinue friend of the court services if you want to use MiSDU unless you first provide to MiSDU all the information that MiSDU needs to set up an account.**

b. **Your Rights Under Title IV-D of the Social Security Act**

Title IV-D of the Social Security Act provides federal government resources to collect child support and it allows certain funding to be used for parenting-time and custody services. In Michigan, critical Title IV-D services are delivered by the friend of the court. **If you choose not to receive friend of the court services, you cannot receive most Title IV-D services.**

4. **Public Assistance**

Receipt of public assistance means receipt of any of the following benefits: cash assistance, medical assistance, food assistance, foster care, and/or child care.

**ACKNOWLEDGMENT REGARDING SERVICES**

**Check below only if you do not want to receive friend of the court services. Then date, print name, and sign.**

I have read this advice of rights and I understand the friend of the court services I am entitled to receive.

- ☐ I acknowledge that by signing below I am choosing not to receive any friend of the court services. I understand that before this choice can take effect, a motion requesting this choice and the other party's agreement must be filed with the court for approval. I also understand that the court may deny this choice if certain conditions are not met as stated in this advice of rights.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you did not check the above box, you are choosing to receive friend of the court services. For the most effective friend of the court services, you can request Title IV-D services by dating and signing below.**

I request Title IV-D services through the friend of the court office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FRIEND OF THE COURT ATTACHMENT**  
**(To Accompany Motion to Exempt Case from FOC Services)**

**Instructions:** (1) Fill out the Case Name, Case No., Person Requesting, address and Social Security number of both parents

(2) Send/deliver to FOC at least two weeks before the hearing

Case Name: \_\_\_\_\_ vs \_\_\_\_\_

Case No.: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Social Sec No. of Both Parents: \_\_\_\_\_

**Note to FOC Staff:**  
Block out the SSNs before  
returning this form

**The Friend of the Court confirms the following:**

1. There ☐ has ☐ has not been a support arrearage within the past 12 months.
2. There ☐ has ☐ has not been a parenting time order violation within the past 12 months.
3. A party ☐ has ☐ has not re-opened a Friend of the Court case within the past 12 months.
4. A party ☐ does ☐ does not currently receive public assistance. Note: "Public assistance" includes one or more of the following: Cash assistance, Medicaid, food stamps, child day care, or foster care benefits.

☐ There is a State arrearage totaling: \$ \_\_\_\_\_ (this includes permanently assigned arrears, conditionally assigned arrears and/or IV-E Foster Care).

Dated: \_\_\_\_\_

\_\_\_\_\_  
(print name):

Friend of the Court Representative



STATE OF MICHIGAN 17th JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	PROOF OF MAILING	CASE NO.
Court address 180 Ottawa Avenue, Grand Rapids, MI, 49503		Court telephone no. (616) 632-5480
Plaintiff(s)	v	Defendant(s)
<input type="checkbox"/> Juvenile In the matter of _____ <input type="checkbox"/> Probate In the matter of _____		

On the date below I sent by first-class mail a copy of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

to: List names and addresses.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date	Signature
	Name (type or print)

STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
COUNTYORDER EXEMPTING CASE FROM  
FRIEND OF THE COURT SERVICES  
(PAGE 1)

CASE NO.

Court address

Telephone no.

Plaintiff's name, address, and telephone no.

Defendant's name, address, and telephone no.

v

Attorney:

Attorney:

Date of hearing: \_\_\_\_\_ Judge: \_\_\_\_\_ Bar no.

**THE COURT FINDS:**

1. There is no evidence of domestic violence or of an unequal bargaining position between the parties to the case.
2. Granting the parties the relief they have requested would not be against the best interests of any child in the case.
3. The parties have filed executed copies of a form advising them of services they will not receive if their motion is granted.
4. Neither party receives public assistance.
5. No money is due the governmental entity because of past public assistance in the case.
6. No arrearage or custody or parenting-time order violation has occurred in the last 12 months in this case.
7. Neither party has reopened a friend of the court case in the last 12 months.

- ☐ 8. The parties do not want Title IV-D services and have requested that any existing Title IV-D case be closed. (Note: This box should be checked unless exceptional circumstances exist that entitle the Title IV-D case to remain open.)

**IT IS ORDERED:**

9. Subject to the provisions of item 14 below, this case is not a friend of the court case.
- ☐ 10. This case is not a Title IV-D case. (Note: This box should be checked if item 8 has been checked.)
11. The friend of the court shall not be involved in the enforcement, investigation, or accounting functions for custody, parenting time, or support in this case.
12. The parties are responsible for all enforcement and accounting functions for custody, parenting time, or support in this case.
13. Except as indicated below, there is no income withholding in this case, support will be paid directly by the payer to the payee, and the friend of the court shall terminate any existing income withholding. Should this case become a friend of the court case, the payer must keep the friend of the court advised of the name and address of the payer's source of income and any health-care coverage that is available to the payer as a benefit of employment or that the payer maintains, including the name of the insurance company, health-care organization, or health maintenance organization; the policy, certificate, or contract number; and the names and birth dates of the persons for whose benefit the payer maintains the coverage.
  - ☐ a. Support shall be paid through the Michigan State Disbursement Unit (MiSDU). Support shall be paid by income withholding to the extent allowed by statutes and court rules; however, the friend of the court is not responsible for income withholding. The friend of the court shall notify the employer that it is no longer involved in the case and that any further information concerning income withholding will be provided by the parties.

(See page 2 for the remainder of the order.)

STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
COUNTYORDER EXEMPTING CASE FROM  
FRIEND OF THE COURT SERVICES  
(PAGE 2)

CASE NO.

Court address

Telephone no.

Plaintiff's name

v

Defendant's name

13. (continued)

☐ b. Support shall be paid through MiSDU.

If support payments are to be made through MiSDU by income withholding or otherwise, the friend of the court shall not close the friend of the court case until MiSDU notifies the friend of the court that it has been provided with the information necessary to process the child-support payments. There will be no accounting for support that is not paid through MiSDU.

14. The friend of the court shall open a friend of the court case if a party applies for public assistance, a child is placed in foster care, or either party submits to the friend of the court a written request to reopen the friend of the court case. If this case becomes a friend of the court case for any reason, the following provisions shall apply.

- a. The parties must cooperate fully with the friend of the court in establishing the case as a friend of the court case.
- b. The parties must provide copies of all orders in their case to the friend of the court.
- c. The parties must supply any documents that a party to a friend of the court case is required to supply if they have not already done so.
- d. The friend of the court is not responsible for determining any support arrearage that is not indicated by payment made through MiSDU.
- e. Support is payable through MiSDU effective the date the case becomes a friend of the court case.
- f. The friend of the court may prepare and submit, ex parte, a uniform support order that contains all the statutory requirements of a Michigan support order as long as the order does not contradict the existing support order.
- g. At the request of the friend of the court, the parties shall complete a Verified Statement and Application for Title IV-D Services.

Date

Judge

## CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

Date

Signature

**Notice of Opportunity to Object and Request a De Novo Hearing**

This cause having been brought before the Court on the findings and recommended order of the Referee, and the Court being fully advised; now therefore;

It is ORDERED, that the recommended order of the Referee shall be and is hereby made the Order of this Court.

It is further ORDERED, that as this Order is being entered pursuant to the Referee's findings and recommendation, it shall be subject to review and hearing by the Court, provided that any party seeking said review and hearing shall, within twenty-one (21) days from the service of this Order, file with the Circuit Court Clerk's office and the Friend of the Court's office a notice of hearing, proof of service showing notice to all other parties and motion which sets forth the factual basis for relief sought.

It is further ORDERED, that this Order shall become final upon failure of any party to make a timely motion for said review and hearing before the Circuit Court.

\_\_\_\_\_  
Family Division Judge

Attest a True Copy:

\_\_\_\_\_  
Deputy Court Clerk

STATE OF MICHIGAN  
17<sup>TH</sup> JUDICIAL CIRCUIT  
KENT COUNTY

**NOTICE OF ENTRY  
OF ORDER**

CASE NO. \_\_\_\_\_

Court Address: 180 Ottawa NW, Grand Rapids, MI 49503

Plaintiff's Name & Address:

\_\_\_\_\_  
Attorney (bar no., address, telephone no.):

Defendant's Name & Address:

\_\_\_\_\_  
Attorney (bar no., address, telephone no.):

Please take NOTICE, that the enclosed proposed order will be submitted to the Court for entry if no written objections to its accuracy or completeness are filed with the court clerk within 7 days after service of this notice. **Note: The written objections must state with specificity the inaccuracy or omission, and must be served on all parties together with a notice of hearing (to have objections heard before the court) and an alternate proposed judgment or order.** This notice is given pursuant to MCR 2.602(B)(3).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**PROOF OF MAILING**

I certify that on this date I mailed a copy of this Notice and the proposed order to the other party by ordinary mail addressed to the last known address.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	UNIFORM CHILD SUPPORT ORDER, NO FRIEND OF COURT SERVICES (PAGE 1)	CASE NO.
	<input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	

Court address

Court telephone no.

Plaintiff's name, address, and telephone no.	v	Defendant's name, address, and telephone no.
Plaintiff's attorney name, bar no., address, and telephone no.		Defendant's attorney name, bar no., address, and telephone no.
Plaintiff's source of income name, address, and telephone no.		Defendant's source of income name, address, and telephone no.

This order is entered ☐ after hearing. ☐ on stipulation/consent of the parties.

An order exempting this case from friend of the court services was entered on \_\_\_\_\_.

(NOTE: If there is no order exempting this case from friend of the court services, form FOC 10/52 must be used.)

**IT IS ORDERED, UNLESS OTHERWISE ORDERED in item 11:** ☐ Standard provisions have been modified (see item 11).

1. The support obligation for a child continues through the end of the month of the later: 1) the child's 18th birthday, or 2) the last day of regularly attending high school full time with the reasonable expectation of graduating, as long as the child is residing full time with the recipient of support or at an institution, but under no circumstances shall the support obligation continue after the month that the child reaches age 19 1/2. Child care for a child continues through August 31 following that child's 12th birthday. The parties must notify each other of changes in child-care expenses and must additionally notify the friend of the court if the change ends those expenses.

2. **Child Support.** The payer is ordered to pay a monthly child-support obligation as follows.

Payer:		Payee:		Support effective date:	
Children's names, birth dates, and annual overnights with payer:					
Children supported:	1 child	2 children	3 children	4 children	5 or more children
Base support: (includes support plus or minus premium adjustment for health-care insurance)					
Support:	\$	\$	\$	\$	\$
Premium adjust:	\$	\$	\$	\$	\$
Subtotal:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Ordinary medical:	\$	\$	\$	\$	\$
Child care:	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$
SS benefit credit:	\$	\$	\$	\$	\$
<b>Total:</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Support was reduced because payer's income was reduced.					

(See page 2 for the remainder of the order.)

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	UNIFORM CHILD SUPPORT ORDER, NO FRIEND OF COURT SERVICES (PAGE 2)	CASE NO.
	<input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	

Court address

Court telephone no.

Plaintiff's name	v	Defendant's name
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3. **Insurance.** For the benefit of the children, the ☐ plaintiff ☐ defendant shall maintain health-care coverage through an insurer (as defined in MCL 552.602) that includes payment for hospital, dental, optical, and other health-care expenses when that coverage is available at a reasonable cost, including coverage available as a benefit of employment or under an individual policy  
☐ up to a maximum of \$ \_\_\_\_\_ for plaintiff. ☐ up to a maximum of \$ \_\_\_\_\_ for defendant.  
☐ not to exceed 5% of the plaintiff's/defendant's gross income.
4. **Uninsured Health-Care Expenses.** All uninsured health-care expenses exceeding the annual ordinary medical amount will be paid \_\_\_\_\_ % by the plaintiff and \_\_\_\_\_ % by the defendant. Uninsured expenses exceeding the annual ordinary medical amount for the year they are incurred that are not paid within 28 days of a written payment request may be enforced by filing a motion with the court. The annual ordinary medical amount is \_\_\_\_\_.
- ☐ 5. **Qualified Medical Support Order.** This order is a qualified medical support order with immediate effect pursuant to 29 USC 1169. Further details, as prescribed by 29 USC 1169(a)(3), are stated in item 11.
6. **Retroactive Modification and Liens for Unpaid Support.** Except as provided by MCL 552.603, support is a judgment the date it is due and is not modifiable retroactively. Unpaid support is a lien by operation of law and the payer's property can be encumbered or seized if an arrearage accrues in an amount greater than the periodic support payments payable for two months under the payer's support order.
7. **Change of Address, Employment Status, Health Insurance.** Both parties shall notify each other in writing, within 21 days of any change in: a) their mailing and residential addresses and telephone numbers; b) the names, addresses, and telephone numbers of their sources of income; c) their health-maintenance or insurance companies, insurance coverage, persons insured, or contract numbers; d) their occupational or drivers' licenses; and e) their social security numbers unless exempt by law pursuant to MCL 552.603.
8. **Foster-Care Assignment.** When a child is placed in foster care, that child's support is assigned to the Department of Human Services while under the state's jurisdiction and to the funding county while placed in a county-funded program.
9. **Prior Orders.** This order supersedes all prior child-support orders and all continuing provisions are restated in this order. Past-due amounts owed under any prior support order are preserved.
10. **Deviation.** The support provisions ordered ☐ do ☐ do not follow the child-support formula. (If there is a deviation, state the amount and reasons for deviation in item 11.)
- ☐ 11. **Other: (Attach separate sheets as needed.)**

Plaintiff (if consent/stipulation) \_\_\_\_\_ Date \_\_\_\_\_

Defendant (if consent/stipulation) \_\_\_\_\_ Date \_\_\_\_\_

Plaintiff's attorney \_\_\_\_\_ Date \_\_\_\_\_

Defendant's attorney \_\_\_\_\_ Date \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Name (type or print)

Date \_\_\_\_\_

Judge \_\_\_\_\_ Bar no. \_\_\_\_\_

CERTIFICATE OF MAILING
------------------------

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## COURT USE ONLY